

Service Impacts of Eliminating Positions

Harbor Patrol Crew: This job consists of cleaning, maintaining and fueling vessels, vehicles and equipment, dewatering vessels, inspecting Marine Sanitation Devices and delivering citations. Crew also provides a support role to Harbor Patrol in firefighting, medical response and law enforcement, and assists Harbor Patrol on slip checks and emergency and non-emergency vessel tows.

Service impacts from eliminating Harbor Patrol Crew position:

- More time spent by Harbor Patrol Officers maintaining vessels and vehicles, thus reducing foot, motor and vessel security patrols, as well as response time to emergency calls. Example: Officer tied up with routine engine maintenance when emergency-response call comes in.
- Decreased response capability (“fewer hands”);
- Decreased professional opportunity for Harbor Patrol recruits (60% of current Harbor Patrol Officers began as Harbor Patrol Crew), who essential train in this position. This would impact quality and experience of Harbor Patrol candidate pool; and
- Decreased harbor coverage when all available officers must respond to an incident, instead of officer and crew responding, leaving one officer at the harbor. Consequence could be dramatic in case of fire, medical or law-enforcement call at the harbor. Sending officer and crew is also more cost effective than sending officers only.

Night Wharfinger: This job consists of continuous security patrols and fire watch on Stearns Wharf and visual monitoring of adjacent beaches and East Beach anchorage between 11:00 p.m. and 4:00 a.m.

Service impacts from eliminating position:

- Increased security and fire risk on Stearns Wharf;
- Decreased Harbor Patrol response time to emergencies on Stearns Wharf and adjacent beaches, including fires, vandalism, theft, fights and accidents; and
- Decreased observations of emergencies in East Beach Anchorage, creating delayed response times for Harbor Patrol and potential groundings with or without people on board.

Assistant Parking Coordinator: Hires & trains hourly staff, maintains schedules of hourly staff, tracks timecards of hourly staff.

Service impacts from eliminating position:

- Less supervision of revenue control / cash handling procedures;
- Less event coordination / parking lot rentals for weddings & events (possible loss of revenue);
- Less ability to respond to ticket jams & equipment problems;

- Less ability to respond to traffic overflow or long vehicles lines;
- Less ability to open parking kiosks in a timely fashion during heavy traffic periods;
- No permanent staff /supervisor or coordinator present on weekends when parking is busiest (possible loss of revenue based on lots opening or closing without supervision).

Accounting Assistant: Responsible for monthly slip billing, payroll timekeeping for entire Department, processes all accounts payable for Department.

Service impacts from eliminating position:

- No slip billing coordination with Finance Department;
- No payroll processing, would need to be done by other staff;
- No accounts payable processing, would need to be done by other staff.

Waterfront Maintenance Worker I: Prepares public meeting rooms, clean / sweep / pick up trash – Harbor area, deliver vehicles to/from motor pool, service oil dumping stations, landscaping & plant maintenance, supply Work Inc with cleaning supplies, work orders, preventive maintenance and various tasks as needed.

Service impacts from eliminating position:

- Approximately 150 preventative maintenance tasks would not be performed (7% of total);
- Approximately 140 work orders would not be completed (7% of total);
- Parking lot sweeping reduced from daily to once per month;
- Trash & debris in the harbor would be picked up once/week (once every other week in FY2010) compared to as needed/daily;
- No maintenance or oversight of waste oil disposal facilities;
- Increase Parks landscaping scope of work and fees;
- Increase costs for private hazardous waste companies to service waste oil disposal facilities;
- Custodial supplies would not be inventoried, ordered, and stocked as needed; and
- Divert other staff to take vehicles to motor pool.

Executive Assistant: Provides primary administrative and clerical support to the Waterfront Director and secondary support to other Waterfront Managers as needed. Works with managers on Council Agenda Reports to route reports through City process.

Functions as Harbor Commission Secretary: transcribes motions, monitors recording equipment during and after Commission meetings. Prepares Harbor Commission minutes and publishes Commission meeting videos to the internet. Prepares Harbor Commission packets and collates backup information as required. Assists with special meetings and department hosted events.

Acts as Records Coordinator for the Department by tracking current Department files, archived files and prepares reports for records destruction.

Serves as a confidential employee in all department matters including processing personnel paperwork for evaluations, new hires, merit increases and terminations. Acts as liaison to Human Resources on employee matters.

Responds to phone calls, e-mails and walk-ins. Provides public information concerning Department matters, Harbor Commission and City Council issues, Waterfront events and handles complaints by routing or directing specific concerns to appropriate staff.

Service impacts from eliminating position:

- Reduced efficiency of Director and Managers' work product & meeting schedules;
- Reduced efficiency of Director and Managers' production of Council and Commission reports;
- Reduced support of Harbor Commission meetings;
- Reduced compliance with records retention requirements;
- Reduced ability to perform Human Resources related matters such as hiring, evaluations, terminations, etc.